



**Kent Community Mental health and Wellbeing Opportunity;**

**Expression of Interest Form**

**2018**

**Closing Date: 5.00pm Friday 13th April 2018**

Your details will be securely stored on Shaw Trust’s partnership database.

**SHAW TRUST’s Procurement Process**

Thank you for expressing an interest in working with **SHAW TRUST as part of the Live Well Kent Programme**.

As one of the leading not for profit providers of welfare to work nationally, **SHAW** **TRUST** understands the importance of working with a diverse network of suppliers from Private, Public and Voluntary sector to secure the best possible outcomes for our customers.

We are fully committed to working with organisations who can deliver a high quality and responsive service to customers, local employers, stakeholders and local communities.

We are asking that responses are submitted directly to [livewellkent@shaw-trust.org.uk](mailto:livewellkent@shaw-trust.org.uk)

Please title the email **‘Shaw Trust Tier 3 Bid Submission 2018’**

Any questions regarding can be directed to [livewellkent@shaw-trust.org.uk](mailto:livewellkent@shaw-trust.org.uk) from the 16th March to the 30th March 2018 and responses will be sent back directly to the organisation.

**Please also note that this questionnaire does not in itself constitute an award of contract in part or full of the services required by Shaw Trust**

**Instructions on how to Complete the Form**

Shaw Trust’s EOI contains eight sections. Please complete each section fully as failure to answer a question could have a negative impact on the score of your form.

* **Part One:** *Organisation and Contact Details*. This section will provide Shaw Trust with some basic background information about your Organisation. This section will not be scored and is for information purposes only.
* **Part Two:** *Infrastructure*. This section provides you with the opportunity to demonstrate your organisations vision and values and main area of provision.
* **Part Three:** *Delivery Model* These sections provide you with the opportunity to outline your proposed delivery model including costs and areas of service provision as outlined in the specification and to demonstrate how you will resource the service you intend to deliver.
* **Part Four:** *Experience and Performance:* This section requires you to submit details regarding additional contracts you may have and your performance against these.
* **Part Five:** *Finance Details.* This section requires you to submit information of the last three years accounts, This section will not be scored and is for information purposes only.
* **Part Six:** *Quality, Policy and Procedures.* This section requires you to submit information about how you currently evaluate your services, how you plan to evaluate the new delivery model and what policies you currently have in place to ensure a quality led service.
* **Part Seven:** *Implementation Plan* This section allows you the opportunity to submit information about how you intend to implement the elements of the delivery model relevant to this specification. This section will not be scored and is for information purposes only.
* **Part Eight:** *Declaration:* You will need to declare that the information you have provided is true and accurate. Electronic signatures will be accepted.

**Submission:**

Any questions regarding can be directed to [livewellkent@shaw-trust.org.uk](mailto:livewellkent@shaw-trust.org.uk)

**Selection/Assessment Scoring Pro Forma – Expression of Interest**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Weighting** | **Excellent**  **5** | **Very Good**  **4** | **Good**  **3** | **Doubtful**  **2** | **Poor**  **1** | **Total Score** |
| **Part 2 –Infrastructure** | 10% |  |  |  |  |  |  |
| **Part 3 – Delivery Model** | 50% |  |  |  |  |  |  |
| 1. **Service Delivery** |  |  |  |  |  |  |  |
| 1. **Service Description** |  |  |  |  |  |  |  |
| 1. **Capacity and Capability** |  |  |  |  |  |  |  |
| **Part 4 – Experience & Performance** | 30% |  |  |  |  |  |  |
| **Part 6 – Quality and Policies** | 10% |  |  |  |  |  |  |
| **Total Score** |  |  |  |  |  |  |  |

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| **Areas Assessed** | **Score** | **Comments** |
| **Part 2 –Infrastructure** |  |  |
| **Part 3 – Service Delivery** |  |  |
| **Part 4 – Experience & Performance** |  |  |
| **Part 6 – Quality & Policies** |  |  |

* Maximum Score is 100.
* Minimum score required to progress to Approved Provider Framework is 60 (60% of the maximum score).
* Scoring will be done per element of the Tier 3 submission e.g Core, Peer, Social as these will be managed as separate contracts.
* Organisations do not have to achieve a ‘good’ assessment in each area but they must achieve an overall score of 60 to go forward to be invited to have further dialogue about their delivery model.
* Being placed on the Shaw Trust Approved Provider Framework automatically allows organisations the opportunity for additional work as demand changes throughout the duration of this contract.
* Scoring will be applied across all applications and feedback provided on results and selection.**Part 1 - Organisation & Contact Details**

Organisation & Contact Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organisation** |  | | | |
| **Contact Address, including postcode** |  | | | |
| **Contact Name** |  | | | |
| **Job Title** |  | | | |
| **Telephone Number** |  | | | |
| **Mobile Number** |  | | | |
| **Email Address** |  | | | |
| **Company Website** |  | | | |
| Legal Status | | | | |
| **Please confirm the legal status of your organisation** | | | | |
| **Private Limited Company** | |  | **Registered Charity** |  |
| **Public Limited Company** | |  | **Public Sector** |  |
| **Other (Please specify):** | | | | |

**Part 2 – Delivery and Infrastructure**

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| **Give a brief description of your organisation, its size and its values and mission. Please insert organisation chart.** |
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| **Describe your current service provision, demonstrating in your description your expertise in the delivery of community mental health and wellbeing (Max word count 200)** |
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**Part 3 Service Provision**

For each element of the delivery model, bids will be scored separately based on the following areas:

* Service Delivery
* Service Description
* Capacity and Capability

Please complete the tables for each of the elements that you wish to provide, indicating which course you can provide, which location you are able to provide this from and provide evidence to support your bid in relation to service description, capacity and capability.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot** | **Provision** | **Allotted Funding** | **Area** | **Intention to provide (tick)** | **Specific Address of delivery location** | **Equality complaint (tick)** | **Public Liability Insurance (tick)** |
| **Lot 2** | Money Management Progamme | £12,000 | West Kent |  |  |  |  |
| £12,000 | Maidstone |  |  |  |  |
| Bereavement and Loss Programme | £9,000 | West Kent |  |  |  |  |
| £12,000 | Maidstone |  |  |  |  |
| Natural Environment | £5,000 | West Kent |  |  |  |  |
| £4,000 | Maidstone |  |  |  |  |
| Art Therapy | £4,000 | West Kent |  |  |  |  |
| £5,000 | Maidstone |  |  |  |  |
|  | | | | | | |
| **Lot 3** | Money Management Progamme | £23,000 | Canterbury & Coastal |  |  |  |  |
| £20,000 | Ashford |  |  |  |  |
| Bereavement and Loss Programme | £12,000 | Canterbury & Coastal |  |  |  |  |
| £16,000 | Ashford |  |  |  |  |
| Natural Environment | £10,000 | Canterbury & Coastal |  |  |  |  |
| £14,000 | Ashford |  |  |  |  |
| Art Therapy | £22,000 | Canterbury & Coastal |  |  |  |  |
| £13,000 | Ashford |  |  |  |  |

**Service Provision (please complete one for each service offer proposal)**

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| --- | --- |
| 1. **Money Management Programme** | **Service Description, Delivery, Capacity and Capability** |
| Programme content, structure, workshop themes and evidence base for delivery. |  |
| Programme outcomes – how will you meet the outcomes listed in the specification?  How will you enable the clients to feel more connected to community support? |  |
| Evaluation of quality of service – how and what tools will you use? |  |
| Evidence of previous success – case studies, data of client feedback of providing this service? |  |
| Please indicate how will you staff this service i.e. numbers of employed workers/full time equivalent, volunteers/ etc. |  |
| Evidence the skills/ competencies/training of your staff to deliver each specific group |  |

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| 1. **Bereavement and Loss** | **Service Description, Delivery, Capacity and Capability** |
| Programme content, structure, workshop themes and evidence base for delivery. |  |
| Programme outcomes – how will you meet the outcomes listed in the specification?  How will you enable the clients to feel more connected to community support? |  |
| Evaluation of quality of service – how and what tools will you use? |  |
| Evidence of previous success – case studies, data of client feedback of providing this service? |  |
| Please indicate how will you staff this service i.e. numbers of employed workers/full time equivalent, volunteers/ etc. |  |
| Evidence the skills/ competencies/training of your staff to deliver each specific group |  |

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| 1. **Natural Environment** | **Service Description, Delivery, Capacity and Capability** |
| Course/Project content, structure, delivery location and evidence base for delivery. |  |
| Course outcomes – how will you meet the outcomes listed in the specification?  How will you enable the clients to feel more connected to community support? |  |
| Evaluation of quality of service – how and what tools will you use? |  |
| Evidence of previous success – case studies, data of client feedback of providing this service? |  |
| Please indicate how will you staff this service i.e. numbers of employed workers/full time equivalent, volunteers/ etc. |  |
| Evidence the skills/ competencies/training of your staff to deliver each specific group |  |

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| 1. **Art Therapy** | **Service Description, Delivery, Capacity and Capability** |
| Course/Project content, structure, delivery location and evidence base for delivery. |  |
| Course outcomes – how will you meet the outcomes listed in the specification?  How will you enable the clients to feel more connected to community support? |  |
| Evaluation of quality of service – how and what tools will you use? |  |
| Evidence of previous success – case studies, data of client feedback of providing this service? |  |
| Please indicate how will you staff this service i.e. numbers of employed workers/full time equivalent, volunteers/ etc. |  |
| Evidence the skills/ competencies/training of your staff to deliver each specific group |  |

**Part 4 – Experience & Performance**

|  |  |
| --- | --- |
| **Current provision** | |
| Are you a provider to Kent County Council/CCG/other Local Authority?  If Yes, please state the contract and name of commissioner and value of contract  Please indicate whether we can approach these for references? |  |
| Are you a contracted provider with any other commissioner or organisation?  If Yes, please state the contract and name of commissioner and value of contract  Please indicate whether we can approach these for references? |  |
| With respect to any other contracted provision- How do you see this impacting or interfacing with this contract? |  |

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| **Please provide evidence of how you have met targets in other contracts that reflect your performance to deliver a service? (Max word count 200)** |
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| **Have you had any contracts terminated or volunteered to hand back in the last 3 years? If yes, please explain why** |
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**Part 5 - Finance Details (for information only)**

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| **Do you have audited and published accounts for the last three financial years? If so, please provide a summary in the boxes below.** | | | |
|  | Year 1 | Year 2 | Year 3 |
| Gross Turnover (£) |  |  |  |
| Net Profit/Surplus (£) |  |  |  |

**Part 6 – Quality and Policy and Procedures**

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| **Please state the grades achieved at your most recent external assessment/inspection and the awarding body if any undertaken e.g. CQC, Ofsted, Charities Commission, Arts Council, Sports Council, External Audits** | |
| Type of Inspection |  |
| Date |  |
| Overall Grade & Contributory Grades |  |

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| **Please tick which of the Quality Standards your organisation currently has in place or is working towards.** | | | |
| Quality Standard | Yes | No | Working Towards |
| Investors in People |  |  |  |
| Positive About Disability |  |  |  |
| Matrix |  |  |  |
| Customer First |  |  |  |
| ISO27001 |  |  |  |
| ISO9001 |  |  |  |
| Training Quality Standard |  |  |  |
| EQFM Excellence |  |  |  |
| Other(s) (Please specify) |  |  |  |

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| --- | --- | --- |
| **Please tick which of the policies your organisation currently has in place or is working towards. – check this matches with whats in the spec** | | |
| Policy | Held | Not Held |
| Fraud Prevention |  |  |
| Health & Safety |  |  |
| Environmental Sustainability |  |  |
| Equal Opportunities & Diversity |  |  |
| Disciplinary & Grievance |  |  |
| Data Security |  |  |
| Safeguarding Adults |  |  |
| Safeguarding Children |  |  |
| Whistle Blowing |  |  |
| Safety and Work Placements |  |  |
| Business Continuity |  |  |
| Quality Assurance/Continuous Improvement |  |  |
| Recruitment and Personnel (DBS) |  |  |
| Complaints |  |  |
| Risk Management |  |  |

**Part 7 – Implementation Plan**

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| **Please describe your plan for implementation to include how you will ensure this is in place for 4th June 2018 and what support you will require from Shaw Trust to achieve this. (max 500 words)** |
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| **Please attach delivery model if appropriate** |
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**Part 8 - Declaration**

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| **I declare, that to the best of my knowledge the information given in this application is reliable, accurate and true.** (Please note, electronic signatures are acceptable) | |
| **Name:** |  |
| **Signature:** |  |
| **Position:** |  |
| **Authorised to sign on behalf of:** |  |
| **Date:** |  |